



MEMORANDUM

TO: All Third Party Administrators  
Licensed in the State of Delaware

FROM: Antoinette Handy  
Company Regulation  
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RE: License Renewal and Filing Annual Financial Audited Report

DATE: January 1, 2013

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You are hereby notified that effective immediately, an Administrative Penalty pursuant to 18 Del. C. §329 will be enforced for all files that are not received, in accordance or deemed incomplete for the following reasons:

- Received after due date.
- Missing documents.
- Missing filing fee.

Third Party Administrators licensed in the State of Delaware are required to annually renew its license and pay a renewal fee of \$100.00. Please complete and return on or before July 1st, the attached "Third Party Administrator Annual Renewal Form", along with a check in the amount of \$100.00 made payable to the Delaware Department of Insurance.

- Resident Third Party Administrators are required to submit on or before July 1st, a certified Audited Financial Report for the year preceding.
- Non-Resident Third Party Administrators are required to submit on or before July 1<sup>st</sup> a Certificate of Authorization from its "home state"

The renewal information will only be available by accessing the Department's website: [www.delawareinsurance.gov](http://www.delawareinsurance.gov).

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